SF SANTA FE COLLEGE
Purchasing Department
Robertson Administration Building, 3000 NW 83rd ST Gainesville FL 32606
Phone: 352-395-5230 https://www.sfcollege.edu/finance/surplus/surplus-sales.html

Invitation to Bid #03-27: Surplus Vehicle Sale

You are invited to submit a sealed bid subject to the terms and conditions contained herein and are hereby made part of this request. **Please read these instructions carefully.** All items in this sale are offered "As Is" and "Where Is" without recourse against the College or the District Board of Trustees. No warranties are implied or will be issued. All sales are final, and no refunds are granted.

Sale Location

Surplus sale vehicles are in parking lot #7 near building U (Facilities). Viewing is open to the public only during the day/times listed below.

Viewing Dates/Times

YOU ARE STRONGLY URGED TO VIEW THE VEHICLES BEFORE SUBMITTING A BID. The keys for the vehicles will be on-hand and available for cranking, but NO test driving will be allowed. Viewing times for this sale are:

Parking Lot #7 near building U (Facilities)

Tuesday, November 10th, 2026 9:30am-10:30am and 2:30pm-3:30pm

Opening Date/Time

Bids are due in Room F-41 by 12 pm on Wednesday, November 12th, 2026. Late bids will not be accepted. Submit bids to:

Santa Fe College Purchasing Department
Robertson Administration Building
3000 NW 83rd Street, Room F-41
Gainesville, FL 32606-6210

Rules for Submitting Bids

1. Bids must be **signed** and submitted in a **sealed** envelope, the face of which must contain:
   - **Bid Number** – ITB #03-27
   - **Bidder's Name** – please print clearly
   - **Date/Time** the bid was turned in – failure to include date/time will result in the date/time being written by the Purchasing Agent when the envelopes are picked up to be recorded for the opening, which could affect your chances of winning in the event of a tie
2. Bids must be submitted on this form or an exact photocopy. Substitutes, emails, or faxes are not accepted.
3. Bids must be submitted in **whole dollars**. Bids that are not submitted in whole dollars will be rounded up to the nearest dollar.
4. Bids must be received in Room F-41 by the date/time listed. Late bids are not accepted.

Bids that are not submitted according to the rules, terms, and conditions described herein are subject to rejection and/or disqualification.

Tie Breaking

Winning bids that are tied will be broken in the following order:

1. First date/time submitted. If both are equal (same date / same time), then
2. Coin toss with both recipients present.

Awards (Winners)

The award tabulation sheet will be posted on the bulletin board outside the Purchasing Office and online at the Purchasing Bids webpage (https://www.sfcollege.edu/finance/surplus/surplus-sales.html) on Friday, November 13, 2026**.** Bidders are responsible for checking the award list themselves. **Winners will not be notified by email.**

Payment

Payment may be made at the Cashier Office in the Robertson Administration Building beginning **Monday, November 16, 2026.** The Cashier Office is open 8:00am to 4:00pm Monday through Friday. Payments are accepted by cash, personal check, cashier's check, bank check, money order, Visa, or MasterCard. **Winners who have not paid for their item(s) by 4:00pm on Friday, November 20, 2026, will forfeit their bid, and the next highest bidder will be awarded if applicable.** After payment has been made, your original receipt is required for picking up any items.

Bidders who fail to pay for awarded lots may be disqualified from participating in future sales.

Pickup

You MUST present your receipt from the Cashier's Office at the time of pickup. **No item may be picked up or removed from College property without a receipt**. Please contact the Purchasing Agent michelle.clark@sfcollege.edu or by phone (352) 395-5230 to arrange a pick up date & time.

All lots **MUST** be picked up before close of business on Friday, November 20, 2026.

NOTE: Bidders must be sure they can arrange for their own assistance with pickup. Bidders are responsible for removal and any applicable costs; College employees are not authorized to assist with removal of items. Bidders who are unable to remove an item for any reason should not bid.

ITB #03-27: Surplus Vehicle Sale
Bid Sheet

All amounts must be in ***WHOLE DOLLARS ONLY***

Lot 1: (No Minimum)

1993 Suzuki Mini-truck (VIN: DD51T203729)

Mileage: 82,112

Department: Athletics

Vehicle will run. May need alternator.

Being sold “as is”. $_____

Lot 2: (No Minimum)

2000 Ford Focus, (VIN: 1FAFP36P4YW202429)
Mileage: 63,388
Department: Educational Meida Studio

Vehicle will run until accelerator is pressed.

Will need further evaluation.

Being sold “as is”. $_____

Signature

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF THIS SALE.

NAME (print or type): _____

SIGNATURE: _____

DAY PHONE: _____ EMAIL: _____